

# 640 - Paper Napkins, Towels, and Bathroom Tissue

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STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION DIVISION OF PURCHASE AND CONTRACT 116 West Jones Street, Raleigh, NC 27603-8002			
Term Contract	640	Paper Napkins, Towels, and Bathroom Tissue	
Effective Dates	September 1, 1998 thru August 31, 2000		
Bid Number	801325		
Administrator	Don Sykes		
Phone/Fax	(919) 733-7624 Ext. 135	(919) 715-7058	
E-Mail	<a href="mailto:don_sykes@mail.doa.state.nc.us">don_sykes@mail.doa.state.nc.us</a>		
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## 1. General Information

N/A.

## 2. Scope of Contract

The scope of this contract is limited to the State's normal requirements for Paper Napkins, Towels, and Bathroom Tissue for use by all State agencies, departments, institutions, public school units and certain non-State agencies.

## 3. Taxes

Prices or Discounts shown herein do not include any North Carolina sales or use taxes.

## 4. Abnormal Quantities

Any agency requirement that exceeds \$10,000.00 must be forwarded to the Division of Purchase and Contract for processing. The Division, at its sole discretion, may process any such requirement in one of the following ways:

1. Purchase may be authorized at the current level of pricing with the current contract vendor(s)
2. Additional discounts from the current level of pricing may be negotiated with the current contract vendor(s)
3. A separate Invitation for Bids may be issued for the requirement

## 5. Minimum Orders

This contract will be for a minimum order of \$150.00 for any single order. Agencies are authorized to purchase from best available sources on orders less than this minimum order value. This provision shall not be used by an agency to circumvent the intent of the contract. If an agency elects to place an order for less than the minimum order value, and the contractor elects to accept such order, then transportation charges will be prepaid and added to the invoice.

## 6. Placement of Orders

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s) or their designated suppliers. Contract changes, if any, over the life of the contract are implemented by contract addenda released by the Contract Administrator to the contractor. If the contractor is accepting orders and/or delivering through other parties, for example a manufacturer accepting orders and delivering through a dealer network or dealers receiving orders through a network of other dealers, then it is the responsibility of the contractor to apprise such parties of all such contract addenda.

## 7. Delivery

The contractor(s) will complete delivery within eight (8) days after receipt of order.

In the event the delivery is not received within the contract delivery period, the contractor may be held in default in accordance with paragraph 1, DEFAULT AND PERFORMANCE BOND in the North Carolina General Contract Terms and Conditions, and the state may procure the articles or services from other sources and hold the contractor responsible for excess cost occasioned thereby.

## 8. Transportation Charges

All goods shall be delivered FOB DESTINATION when the "order value" is \$150.00 or more, when shipped to a single destination. Orders to a single destination that total less than this "order value" should be shipped prepaid, with transportation charges added to the invoice as a separate item. Transportation charges invoiced for orders equal to or more than this "order value" may be cause for removal of the contractor from the contract.

NOTE: If the contractor makes partial shipments of an order equal to or more than this "order value" to one destination, all shipments of the order shall be sent FOB DESTINATION with NO additional transportation charges added. **Note!** All shipments should be inspected for damage immediately upon receipt.

## 9. Item Pricing Information

### 9.A. Napkins (Recycled)

<b>All Napkins listed in this section contain 100% recycled fiber and a minimum of 30% Post-Consumer Waste.</b>				
Item	Description	Commodity Number	Contractor	Price Per Case
1	Napkins, Jr. Dispenser Type. 100% Recycled Fiber, 95% Post-Consumer 7 1/4" x 13-1/2" white, embossed, Jr. dispenser type. 250 napkins per package. 40 packages per case. Ft. James/Envision 380-90. Total of 10 M napkins per case.	640-50-55-0100	Xpedx	\$20.22
2	Napkins, Dispenser Type. 100% Recycled Fiber, 95% Post-Consumer 9" x 12" white, embossed, dispenser type. 250 napkins per package. 32 packages per case. Ft. James/Envision 381-90. Total of 8 M napkins per case.	640-50-55-0200	Xpedx	\$19.26
3	Napkins, 1/4 Fold Luncheon. 100% Recycled Fiber, 95% Post-Consumer 12 x 13 luncheon napkin 1/4 fold. Ft. James/Envision 350-90. 375 napkins per package. 16 packages per case. Total of 6 M per case.	640-50-55-0300	Unisource	\$23.55

### 9.B. Bathroom Tissue (Various Recycle Content)

Item	Description	Commodity Number	Contractor	Price Per Case
1	Roll Bathroom Tissue. 100% Recycled w/ 95% Post-Consumer Fiber Waste. 1000 (1) ply sheets per roll, 96 rolls per case. Ft. James 155-90. Size 4-1/2 x 4-1/2, weight basis 11 lbs. Each rolled wrapped. Brightness 68.	640-75-80	Unisource	\$27.80
2	Roll Bathroom Tissue. 35% Pre-Consumer Fiber Waste. 1000 (1) ply sheets per roll, 96 rolls per case. G.P. Verigood TS 603. Size 4-1/2 x 4-1/2, weight basis 11 lbs. Each rolled wrapped. Brightness 83.	640-75-80	Morrisette	\$27.80
3	2 Ply Per 500 Sheets Roll Bathroom Tissue. 100% Recycled Fiber, 20% Post-Consumer Size 4-1/2 x 4-1/2 (2) ply sheets, 96 rolls per case. Ft. James 180-00. Weight basis 18.2 lbs. Each roll wrapped. Brightness 78.	640-75-80	Unisource	\$23.95

### 9.C. Paper Towels (Recycled)

Item	Description	Commodity Number	Contractor	Price Per Case
1	Singlefold Paper Towels, . 100% Recycled Fiber, 90% Post-Consumer	640-75-00	Unisource	\$9.15

	Size 9-1/2" x 10-5/8", 28 lb. weight basis, Kraft. Ft. James/Envision 240-90. 250 towels per package, 16 packages per case.			
2	Paper Towels, Multifold. 100% Recycled Fiber, 90% Post-Consumer Size 9-1/2" x 9-1/4", 28 lb. weight basis, Kraft. 250 towels per package, 16 packages per case. Ft. James/Envision 249-90.	640-75-70	Unisource	\$9.15
3	C-Fold Paper Towels. 100% Recycled Fiber, 90% Post-Consumer C-Fold paper towel. 200 towels per package, 12 packages per case. Ft. James 252-90.	640-75-72	Xpedx	\$12.09

## 10. Price Lists and Catalogs

The successful contractor must furnish descriptive literature to any agency within seven (7) consecutive days after request of the agency. Failure to comply with these requirements may subject the contractor to removal from the contract.

## 11. Contractors

All known minority, women and disabled owned businesses, as well as disabled business enterprises and nonprofit work centers for the blind and severely disabled, including dealers, will be identified with "Minority owned", "Woman owned", "Disabled Owned", "DBE" or "BSD" as appropriate after the vendor number. This is being done in an effort to recognize these businesses and to encourage and promote their use to the greatest extent permitted by law. When more than one supplier is listed for a particular item, selection should be made, whenever possible, from any of the groups identified above, consistent with agency needs and price considerations.

Contractor Name/ Number	Address	Contact	Phone Fax	Terms (Days)
Unisource 13-5369500A	Customer Service Center 4151 Woodcock Drive Jacksonville, FL 32207	"Carolina Team"	(800) 555-2282 (800) 842-2923	Net 30
Morrisette Paper Company 56-0770162A	P.O. Box 27947 Raleigh, NC 27611	Jim White	(336) 375-1515 (336) 621-0751	Net 30
Xpedx 13-0872805	P.O. Box 508 Morrisville, NC 27702	John Turbeville	(919) 467-8141 (919) 467-0311	Net 30

## 12. Warranty

The contractor guarantees items offered to be free from any and all defects in material, packaging, and workmanship and agrees to replace defective items promptly at no charge to the State, for a period of one year.

## 13. Substitutions

Substitutions are not permitted without prior approval of the Division of Purchase and Contract. Failure of the contractor to comply with this requirement may result in the removal of the contractor from the contract.

## 14. Contract Addenda

Addendum #1	Issue Date: 9-3-98 Effective Date: 9-3-98 Under # 11 Contractor: Unisource: Delete: Dewey McCullen Add: "Carolina Team" delete: phone: (919) 779-9778 Add: phone (800) 555-2282
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	fax: (919) 779-9077 fax: (800) 842-2923
Addendum #2	<p>Issue Date: 9-14-98</p> <p>Effective Date: 10-1-98</p> <p>This change affects 1 ply bathroom tissue offered by Morrisette Paper Co. -</p> <p>GP Verigood TS 603 - delete: \$29.80 add: \$27.80</p>